

FIRE CHIEF

(Competitive)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise all operations of the fire department in the capacity of chief engineer and commanding officer including all sub-departments; and related work as required by the Mayor as the appointing authority.

DISTINGUISHING FEATURES OF THE CLASS

Competitive class requiring a high degree of skill, knowledge and responsibility in directing all aspects of the Shreveport Fire Department, including the direction of fire fighting, fire prevention, fire safety, emergency medical services, fire training, and hazardous material response, and a comprehensive knowledge of administrative functions of the department. The position requires that the Chief be on duty and available for call at all times, subject to having made appropriate arrangements for command responsibility when out of town or incapacitated. The Chief of the Fire Department shall report and be accountable to the Mayor.

EXAMPLES OF WORK

(Illustrative Only)

Respond, day and night, to all alarms received for significant fires or hazardous materials occurrences; or those received from areas in which the occurrence might result in serious loss either to life or property; respond to all other alarms or emergency calls for which the department is answerable, either in person or through appropriate subordinates;

Direct and supervise subordinate officers and employees at scene of emergency in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire, overhauling after the fire and all other duties of the Department;

Direct and supervise the general care, maintenance, and use of all departmental alarm and signaling systems, fire fighting and other emergency apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchase, or recommend the purchase, of equipment and supplies in the manner provided by law, and keep such purchases, or recommended purchases, within the budget therefore;

Provide for the preparation and supervise the maintenance of

departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, emergency medical services responses, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigate the cause, origin, and circumstances of all fires occurring in the city, and investigate whether such fires are the result of carelessness or the act of an incendiary, and report all facts relating thereto to the State Fire Marshall and other appropriate law enforcement officials as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire, panic or other hazard in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Inform the public of the necessity and methods of civilian cooperation in fire prevention work, by the means of talks, demonstrated lectures, distribution of literature, to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc.;

Provide for employee training regularly by the Fire Academy and otherwise as necessary, and arrange periodically for special elementary and advanced training of all employees of the department;

Promote a stable work environment in the department; maintain discipline of employees and report more serious violations of departmental rules to the Mayor and Municipal Fire and Police Civil Service Board;

Delegate authority to subordinates when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules;

Attend continuing education programs on the management and operation of fire department work, and generally keep informed as to modern methods and procedures for providing all services for which the Shreveport Fire Department is now and may be hereafter responsible, and as to local conditions impacting on these services.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of emergency response principles, practices, and equipment;

Knowledge of the geography of the city, including the location of

fire hydrants, water mains, other available sources of water supply, and the major fire hazards located in the city;

Knowledge of the medical community in order to operate the emergency medical services;

Knowledge of the rules and regulations of the fire department and of the laws under which it operates; also knowledge of fire prevention laws and ordinances;

Knowledge of training practices and techniques;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to delegate work for subordinates, lead personnel and give effective orders;

Ability to prepare and administer necessary budget for the Department;

Ability to maintain discipline and high morale;

Ability to prepare technical and administrative reports of a routine nature;

Ability and willingness to understand and effectively carry out orders;

Ability and willingness to get along with others,

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Or possess any equivalent combination of experience and training sufficient, in the opinion of the board, to indicate ability to satisfactorily perform the work; provided that any applicant for this class shall have had not less than ten (10) years of full-time service with a full-time, paid fire department, and not less than three (3) years on the fire line.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the

Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

SH	06-18-46
Rev	04-06-89
	03-14-91
	01-05-95
	02-15-12